



# the bridge

CONNECTING HOME WITH HOPE



**Location:** Bridge Community Project, Livingston EH54 5FD

**Time commitment:** Flexible – we'll agree hours that suit you and the service

**Voluntary role:** Administrator

### ***Join our team and make a real difference for people in our community!***

We're looking for a Volunteer Administrator to join our Stepping Stones to Wellbeing service and support the day-to-day work that helps our groups and courses run smoothly. This service brings people together to take part in carefully developed courses focused on mental wellbeing and life skills. If you're friendly, organised, and self-motivated we'd love to hear from you.

### ***What you'll gain***

***As a Volunteer Administrator with Bridge Community Project you can expect to:***

- Be part of a friendly, supportive team where you're welcomed, respected and valued
- Have a positive and rewarding experience, knowing your time is making a real impact
- Receive reimbursement for agreed out-of-pocket expenses in line with our expenses policy
- Have access to learning and development opportunities, and the chance to use and grow your skills in a supportive environment

### ***What you'll be doing***

#### **General Administration**

- Preparing course packs and contacting participants of our courses
- Answering phone calls, taking messages and responding to emails
- Liaising with clients in advance of courses and groups to confirm attendance
- Using Canva to create and update simple designs for course materials
- Filing, photocopying, scanning, printing and general organising
- Using our admin systems for small tasks such as updating holiday forms

## Team Support

- Work collaboratively with the team and Senior Administrator to support the Stepping Stones to Wellbeing service
- Helping staff with small practical and admin tasks as needed
- Being part of a friendly, supportive team that works together

## Who we're looking for

You might be a great fit if you:

- Are friendly, approachable, and organised
- Have competence in basic office and admin skills
- Comfortable using basic IT (email, Word/Google docs, spreadsheets)
- Happy and motivated to learn with support
- Comfortable working in a team and in line with team protocols

## Helpful but not required

- Have experience in one or more: admin, reception, office, HR
- Experience in volunteering
- Full UK driving licence

## Application Details

- Please visit our website volunteer section <https://bridgecommunityproject.org.uk/rebuildhope/> and apply online
- Any questions? Feel free to contact us on [01506 238980](tel:01506238980) and select option 4